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**The South Carolina Department of Public Safety**

**An Analysis of the Hiring Process for Class 1 Law  
Enforcement Troopers/Officers**



**Prepared by:**

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**South Carolina Department of Public Safety/Bureau of Protective Services**

**February 2, 2009**

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**STATE DOCUMENTS**

**CPM Project  
Allen J. Curtis  
South Carolina Department of Public Safety**

**Agency Overview:**

The South Carolina Department of Public Safety was created by the General Assembly in 1994 as part of state government restructuring act. The newly formed SCDPS was South Carolina's largest law enforcement agency and was comprised of the following 5 entities: 1 South Carolina Highway Patrol (SCHP); 2 State Transport Police (STP); 3 Bureau of Protective Services (BPS); 4 the South Carolina Criminal Justice Academy (SCCJA); 5 and Department of Motor Vehicles (DMV). DMV and SCCJA were later dropped from SCDPS. The South Carolina Highway Patrol is responsible for policing the states interstate highways. The State Transport Police was a newly created entity whose main mission is enforcing motor carrier regulations. The Bureau of Protective Services additionally was a new newly created office within SCDPS from the old Capitol Complex Police that was formerly under the direction of the State Law Enforcement Division.

The main mission for BPS is providing law enforcement services to state government entities in the Columbia area. The overall mission for the agency is to enforce traffic and motor carrier laws, educate the public on highway safety, administer highway safety programs and grants, and provide for the safety of those visiting state buildings. When the agency was created, the three law enforcement components initially utilized the SCPDS Office of Human Resource to accomplish its hiring needs. The three

law enforcement components later assumed the processing of applicants within their own divisions in order to expedite the process.

**Problem Statement:**

The intent of this project is to research and recommend a process improvement in regarding the time required to the amount of time it takes, and to review the procedural steps involved in taking an application for employment thru the hiring process at the South Carolina Department of Public Safety that is now in place. Within SCDPS, each division now processes its own applicants and has their own set of procedures. The three divisions have the same overall agency hiring policy, and generally follow the same set of procedures during the application process (See Exhibit A). As it stands now the employment process takes anywhere from three to six months to completely process an applicant from the point of receiving the application all of the way to the point of hiring. One of the problems is that the process is very lengthy and many applicants will accept other job offers because they get tired of waiting. Additionally the process has been in place for quite some time and some of the components within our hiring process should be reevaluated to make sure they adhere to current legal requirements and fit the current needs of a modernizing law enforcement agency.

Because the Highway Patrol is so large, and receives so many vacancies to fill at one time, the process is drawn out. Much of the policy and procedure that is in place was set up with large Highway Patrol classes in mind. The State Transport Police Division and the Bureau of Protective Services are far smaller in comparison to Highway Patrol,

but still must follow the same guidelines. It should be possible for SCDPS adopt some changes within its hiring procedures that will allow the agency to maintain its standard of excellence in hiring while streamlining the process to allow flexibility within the three law enforcement components.

## **Data Collected**

### **Applicant Tracking:**

The first set of data collected was from the DPS Applicant Tracking System. The applicant tracking system is a software program developed by SCDPS to track and store applicant progress and information. A sample of 21 random applicants that were hired by DPS in the past year were reviewed. The intent in collecting and reviewing this data was to break down the process and determine the amount of time it took to conduct each task. The data sheets that were reviewed showed that it took on average 5-6 months for a Highway Patrol applicant to complete the process; it took an average of 3-4 months for a Transport Police applicant to complete the process and 3 months for a Bureau of Protective Services applicant to complete the process. The breakdown of the applicant tracking that was reviewed was as follows: six BPS applicants, five STP applicants and, ten SCHP applicants (Exhibit F). In general applicants were processed at a consistent pace within the three divisions. The data indicated that STP and BPS could move fairly quickly through some of the steps whereas in the HP more time elapsed in between each step.

The data showed a pattern of 3 weeks to a month to accomplish a task for SCHP and one to two weeks for STP and BPS to accomplish the same task. The pattern that has been established by SCHP resulted from SCHP processing applicants in groups. Each activity was initially conducted largely in a group setting and then on a more individual level as the process moved along while still maintaining progress as a group. The data also showed that once all paperwork that was needed to hire an officer was received, that it still took almost a month for the employee to actually begin employment.

#### **Review Selection Process of Other Agencies and ADA Regulations:**

A review of the hiring procedures was conducted of other state agencies that were conducting the same types of hiring activities as those conducted by DPS. The other agencies contacted were contacted because they have been similarly accredited through the Conference on Accredited Law Enforcement Agencies (CALEA) as SCDPS has. Some agencies had variations in sequences of when certain activities were conducted. For instance University of South Carolina Police Department (USCPD) will give a contingent letter of offer for employment soon after an application is initially reviewed for completeness and checked for credit, criminal and driving records. Their process can take just one month because candidates are quickly moved through the system and multiple activities are conducted in the same sessions. Additionally, USCPD establishes a cutoff date that all applicants are made aware of, once the applicant has filed an application. Once approved to hire new officers USCPD can have the process completed within a month. On the other hand the Florida Highway Patrol takes approximately 4-6 months to

process an applicant. Their process has slowed down mainly because they depend heavily on the background investigation which for them is a three month process. The North Carolina Highway Patrol provided a flow chart that details their entire hiring process (Exhibit B). NCHP hiring process is quite similar to SCDPS.

### **Interviews:**

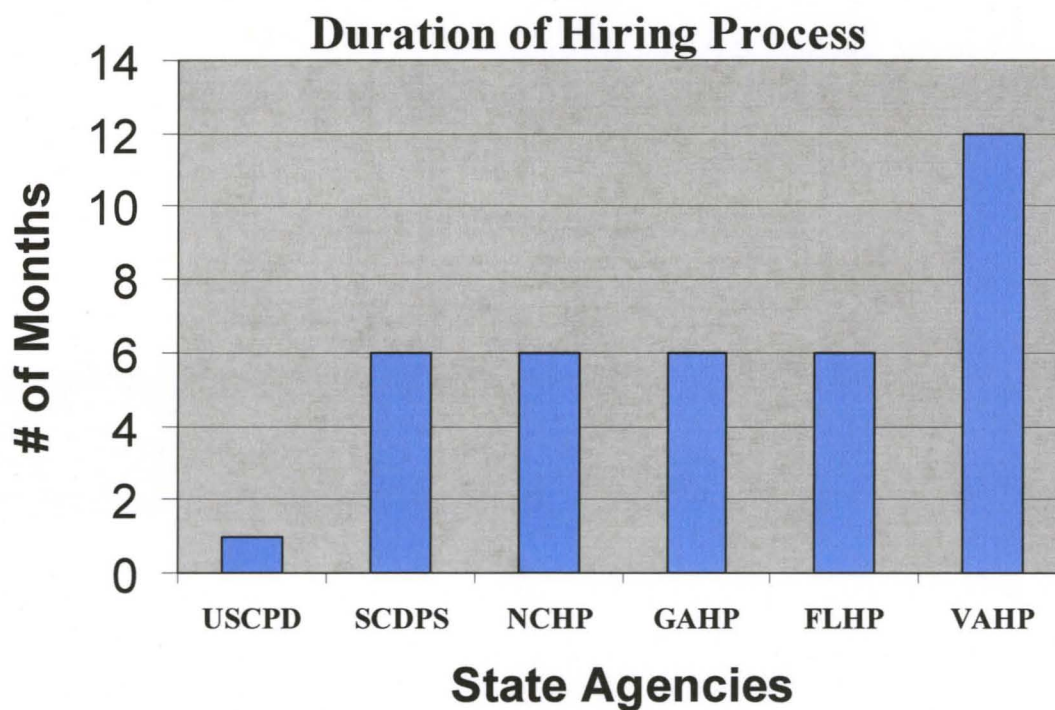
Interviews were conducted with representatives of several in-states and out of state agencies that perform similar duties that are performed by SCDPS (Exhibit C). The bulk of the data received for this project was largely through the interview process. Some of those interviewed expressed the same frustration of having an application process that is so lengthy that quality candidates are lost because of the time schedule. Several of those interviewed felt that the long process may aid in giving their agency adequate time to properly conduct a thorough background investigation. Of all of the in-state and at least three of the out of state agencies interviewed, the consistent sentiment was that many candidates drop out because there is an inconsistency of availability of funding and positions available for hiring. For instance, the Virginia State Police had begun processing a group of applicants for a class of officers to be hired in 2007. That class was put on hold for a period of time before an authorization to begin a class was given. There were originally 68 candidates that were taken through the process and were originally scheduled for that class. That number has now dropped to 46, and all 46 applicants have to receive updates which will most likely result in an even lower number.

### **Flowchart**

A flowchart showing the time and steps of the SCDPS employment

process as it stands was created (Exhibit A). The flowchart includes a complete breakdown of the employment process. An additional flowchart that includes process changes to reflect how the employment process would move faster if some changes were to be implemented (Exhibit D). The flowchart show when each step of the hiring process is performed and the result of each task once it has been completed. The flowcharts give a visual snapshot of the entire process. In summary of the data collection, the intention in collecting the above listed data was to collect it before drawing any conclusions about the current process, and to approach the entire process with an open mind.

#### **Findings and Conclusions:**



The data that was collected indicated that overall SCDPS has a sound hiring process in that it is quite thorough and includes steps that are being used by many other accredited agencies from other states that carry out similar functions. Although the process that SCDPS uses to process applicants is lengthy, it is on scale with the timelines established by similar agencies. The data collected showed that it takes SCDPS on average six months to completely bring an applicant thru the entire process. On average the majority of the other agencies that were looked at also took on average six months to complete the employment process. On the far end of the spectrum were USCPD one to two months, and Virginia State Highway Patrol (VSHP) at one year.

Surprisingly there was not a great deal of automation of the process in use by the other agencies who were contacted. The majority of the activities were conducted face to face. Most of the testing that is being conducted is done in house. Some agencies were using the Wonderlick Test to gauge reading comprehension where as SCDPS is using the Nelson Denny test which is accepted by SCCJA for admission. The main activity that gets contracted out was psychological testing, medical testing, eye exam, and drug testing. Some states have eliminated the Board Interview Panel in lieu of a more thorough background checking process because the panels are seen too subjective. A common pattern that seems to be developing is that the background investigation has been given more weight in the final decision making part of the process. Some agencies have moved away from the Physical Fitness Test (PT Test) which the 1.5 mile run, timed sit-ups and push-ups, in favor of a physical abilities test that is more consistent with job related activities.



One area that SCDPS should review is the point at which the Polygraph exam is administered within the process. Polygraph exams can be given pre-offer, but care must be taken to make sure that the exam that is given does not go into areas that may open the agency up to ADA violations (See Exhibit E).

Although the process used by SCDPS can be made to flow at a faster pace, it still tends to get bogged down when it comes to getting the final approval for employment by the Director. This approval process seems not to be an issue for the other state agencies because approval for funding is given much earlier in the process and final approval tends to be handled by the Human Resources office. Additionally the common concern voiced repeatedly by those interviewed was that it is difficult to hold onto good candidates when there is an inconsistency of available slots and funds with which to fill them with.

#### **Recommendations:**

##### **Procedural Changes to Consider:**

SCPDS may want to consider changing the polygraph to be a post offer activity. The reasoning for this is that the new polygraph examinations questionnaire is fairly invasive and may be in violation of ADA requirements because some of the questions are questions that would be more appropriate for someone who has already been given a conditional offer of employment. Additionally, the benefit would be that the agency would be able to obtain a better set of information regarding a candidate. SCDPS should consider replacing the PT Test which consists of a 1.5 mile run, sit-ups, and push-ups, with a physical agility test similar to the one already in use at the SCCJA. The issue with the PT Test in its current form is that tasks performed do not necessarily relate the actual

physical requirements to perform the job. The physical agility test was developed with ADA in mind and does contain tasks that are job related. SCDPS should also consider adopting a single hiring policy and procedure that would encompass all three law enforcement divisions, since all three divisions are conducting the same pre-hiring activities.

As a long range goal SCPDS should consider developing a plan that would seek to establish a set minimum staffing guideline that would provide a consistency of available vacancies that could be filled. This would be a large undertaking because it would require legislative and budgetary provisions.

Since SCDPS has recently revised its Polygraph questionnaire, it may want to consider a review of the background investigation packet that is currently in use. SCPDS may want to consider adopting a background packet that is similar to the one in use by the North Carolina Highway Patrol. The packet in use by NCHP goes into much greater detail on personal history and other relevant areas and may better fit the need of the ever changing workplace.

In addition, since the agency requires a high school diploma or equivalent to meet minimum standards, SCDPS may want to consider adjusting the threshold of a minimum tenth grade Nelson Denny score to twelfth grade in order to coincide with the minimum hiring requirement.

#### **Time Saving Changes to Consider:**

SCDPS should consider having all applications reviewed by a recruiting officer prior to submission to Human Resources. This will ensure completeness and that all

applications have all needed documentation has been included. This will save time because it will eliminate the slow down resulting from a lack of documentation. The function is now in place within SCHP and should be adopted agency wide.

SCDPS should consider eliminating the step of having a completed hiring packet send to the Finance Office for review. This function is redundant. If the agency has been given the needed FTE's and monies to post and fill vacancies prior to posting vacancies, than no further review should be needed. Eliminating this step will save the time that it takes to take the hiring packet to finance for approval. If this step could not be eliminated, than

SCDPS should at least consider giving signature authority to a Finance Director Deputy in the absence of the Finance Director.

SCDPS should consider moving the Directors approval from the final step of prior to the official letter of offer, to just after the polygraph exam is administered. This change will save time because it will allow the Director to review all relevant information while other activities are being conducted. Since it may take several days for the Director to review all the files, the final steps of Psychological and medical testing can be performed while the Director is reviewing the applicant files. This will eliminate the lag time from completion of the packet to the final approval. If this change could not be made, than SCDPS may want to consider allowing the Deputy Director to review and sign in the Director's absence.

SCDPS may want to consider allowing one of the smaller components of the agency to test pilot an alternative hiring process outlined in Exhibit D to determine if there is indeed a time savings contained within that method.

SCDPS should conduct PT/Agility and Nelson Denny testing locally at the Troop level because it would keep a candidate from having to wait for the testing and it keeps them from having to drive all the way to Columbia to complete a simple activity that can be accomplished locally.

SCDPS should consider forming a committee consisting of representatives from Human Resources and liaisons from the respective law enforcement divisions that are involved in the hiring process to meet and discuss hiring process and procedures. A review should be conducted of all hiring policy and procedures. This committee would be responsible for recommending and implementing any needed changes to the SCDPS hiring policy and procedures. This committee should then meet at least annually review progress made within the hiring process. The committee could review the data that is collected from the applicant tracking system to determine if any progress has been made towards reducing the amount of time processing applicants. Additionally, the committee could review progress reports of newly hired employees to track their progress as new employees and also conduct surveys on newly hired employees to help SCDPS evaluate the employment process from the perspective of someone who has recently gone through the employment process. The committee should prepare an annual report of its findings and forward it on to the Director.

**Exhibit A** Flowchart of current SCDPS Hiring Process

**Exhibit B** North Carolina Highway Patrol Application Flowchart

**Exhibit C** Hiring Process Interview Questionnaires

**Exhibit D** Flowchart of proposed SCDPS Hiring Process

**Exhibit E** ADA Question Answer sheet

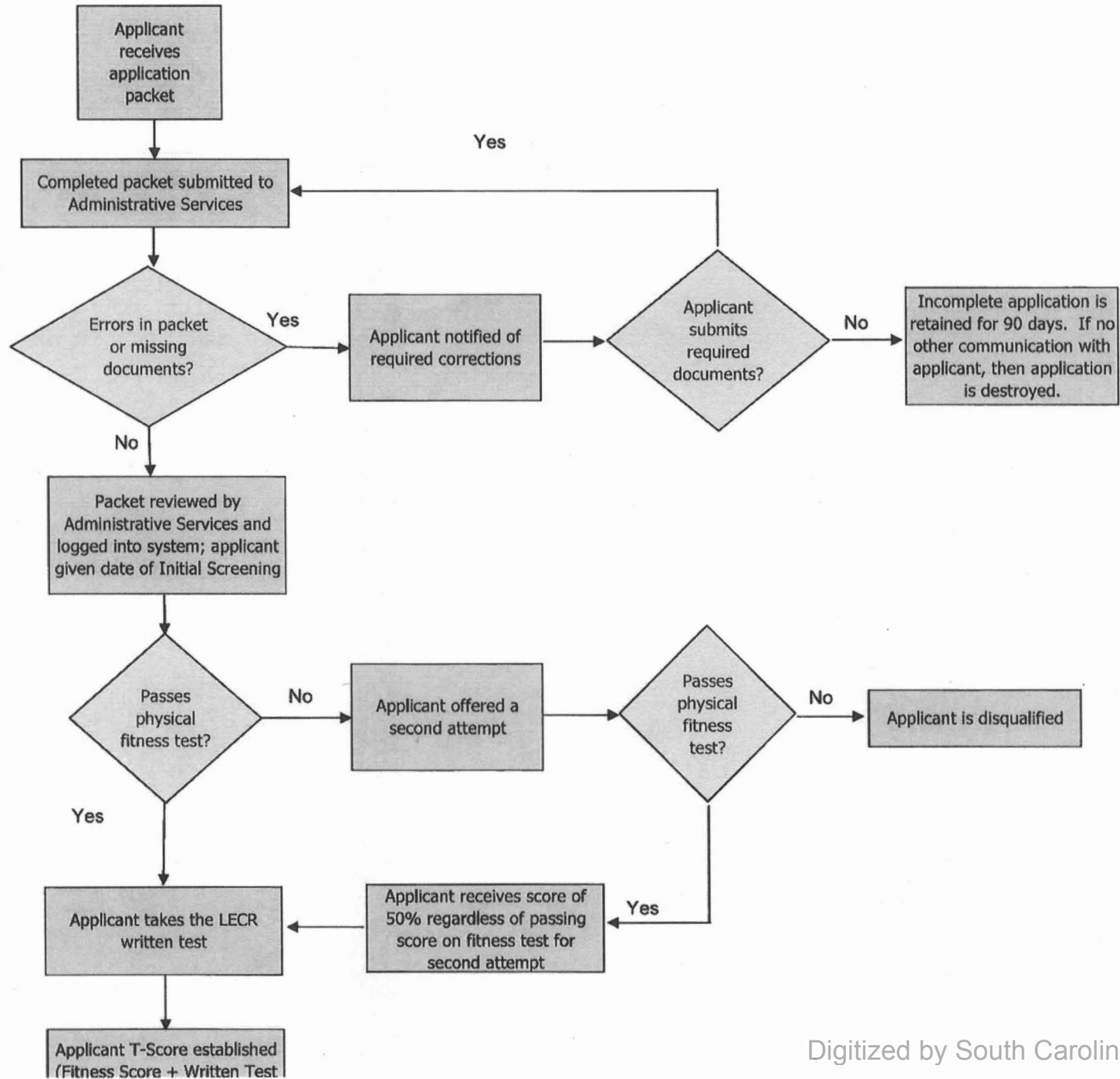
**Exhibit F** Applicant Tracking Data Sheets

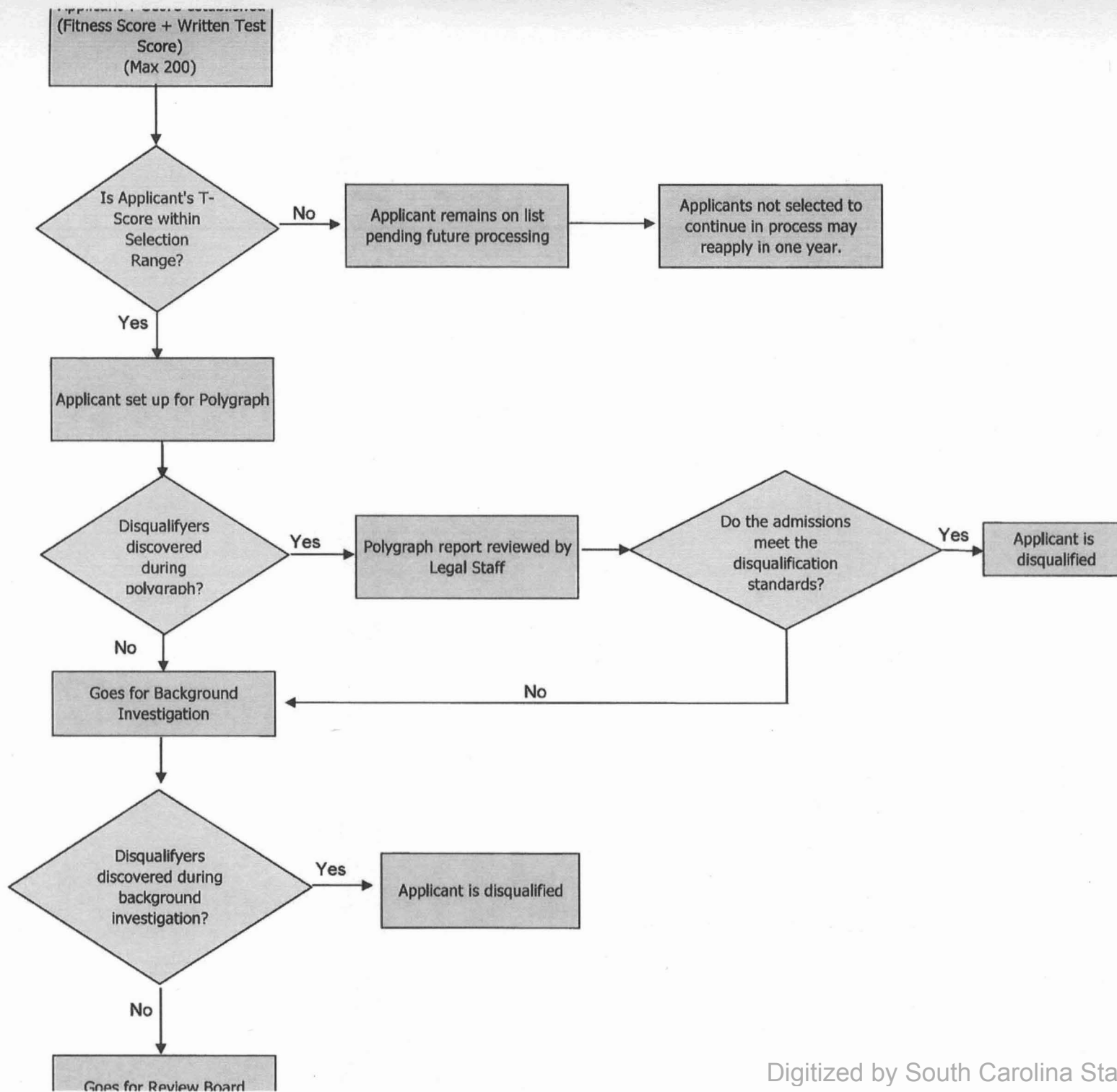
## **References**

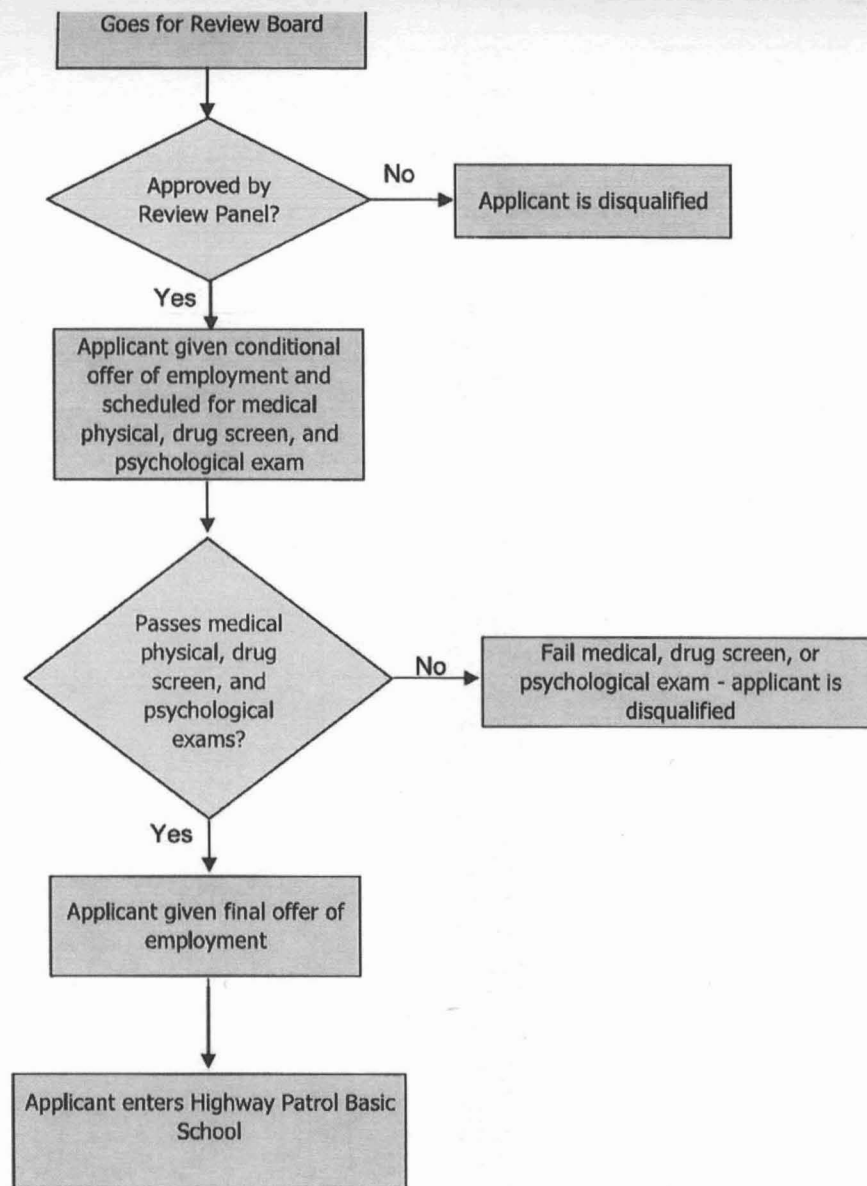
South Carolina Highway Patrol Desktop Manual

Title 42 Chapter 126 section 12112-12114

# North Carolina State Highway Patrol Application Process









**Hiring Process Questionnaire for Other Agencies  
Allen Curtis CPM Project**

**Name:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Agency Type** \_\_\_\_\_

How many applications do you receive a year? \_\_\_\_\_.

Of those received what percentage are qualified? \_\_\_\_\_.

What are the steps of your hiring process?

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Is your process automated in any way?

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What is the estimated length of your employment process?

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What is the size of your agency? \_\_\_\_\_.

How many personnel does your agency dedicate to hiring? \_\_\_\_\_.

Do you have agency personnel that are involved in the Hiring Process that are not specifically dedicated to hiring?

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If so, what is their function, and their availability?

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Is your hiring process completely centralized or is some of it done at other locations?

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Does your agency Screen Credit, NCIC, and Driving records?

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Does your agency use a physical agility test or a PT test?

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Does your agency use a Polygraph exam? If so, is pre or post offer?

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Does your agency use a reading and vocabulary test?

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Does Your Agency use a psychological test? \_\_\_\_\_

If so, how long does the process take to administer the exam and have the results back?

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How long does it take for your Agency to complete a background investigation? \_\_\_\_\_.

What are some of the things you look at when conducting a background investigation?

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Does your agency conduct a board interview with applicant or do they interview with just one individual?

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Are your applicants required to meet the executive officer for an interview prior to hire?

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Is there a lag time between the time an applicant has completed the process and an applicant is approved for hire? If so, how long and why?

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Are there some steps your agency could take to shorten your hiring process?

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Any additional Comments:

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Interview Conducted by: \_\_\_\_\_

Rev. 1/8/09



## QUESTIONS AND ANSWERS: THE AMERICANS WITH DISABILITIES ACT AND HIRING POLICE OFFICERS

The Americans with Disabilities Act, or ADA, is a civil rights law guaranteeing equal opportunity to jobs for qualified individuals with disabilities. The following questions and answers respond to the concerns most commonly raised by police departments.

Further information about the ADA's employment requirements may be obtained from the Equal Employment Opportunity Commission at 800-669-4000 (voice) or 800-669-6820 (TDD). Other ADA information is available through the Department of Justice's ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TDD).

**1. Q: Who is a "qualified individual with a disability" for employment?**

A: A qualified individual with a disability is an employee or job applicant who meets legitimate skill, experience, education, or other requirements of an employment position that he or she holds or seeks. The person must also be able to perform the "essential" (as opposed to marginal or incidental) functions of the position either with or without reasonable accommodation. Job requirements that screen out or tend to screen out people with disabilities are legitimate only if they are job-related and consistent with business necessity.

**2. Q: The ADA prohibits making disability-related inquiries or giving applicants for police jobs medical examinations until a conditional offer of employment is made. Why?**

A: In the past, people with disabilities, particularly those with hidden disabilities, were denied jobs once potential employers found out about their disabilities. The ADA seeks to prohibit discrimination by limiting an employer's knowledge of an applicant's disability to a later stage of the job application process. Under the ADA an employer may only ask about an applicant's disability or give a medical examination after the employer has made a job offer. The job offer can be conditioned on successfully passing a medical examination. Thus, if the person with a disability is denied the job because of information obtained from the medical examination or because of the applicant's disability, the reason for this decision is out in the open. This procedure should limit impermissible consideration of disability.

**3. Q: I know I can't give a job applicant a medical exam before a conditional job offer is made. But what about physical agility and physical fitness tests?**

A: You can give job applicants tests measuring an applicant's ability to perform job-related tasks or physical fitness tests (tests measuring performance of running, lifting, etc.) before any job offer is made. Tests that measure simply an applicant's ability to perform a task are not considered to be medical examinations. But remember, job requirements that screen out or tend to screen out persons with disabilities are legitimate only if they are job-related and consistent with business necessity.

**4. Q: But to limit the police department's liability, I need to get a medical approval that it's o.k. for a job applicant to take the physical fitness test. Doesn't the ADA create a catch-22 for police departments?**

A: No, the ADA's prohibition on medical exams does not make it illegal for a police department to ask an applicant to provide a certification from a doctor that he or she can safely perform the physical fitness test. The ADA allows an employer to require a limited medical certification in these circumstances. The medical certification should only indicate whether or not the individual can safely perform the test and should not contain any medical information or explanation. The police department may also ask the applicant to sign a waiver releasing the employer from liability for injuries during the test resulting from any physical or mental disorders.

**5. Q: Recently a job applicant for a police officer's job came into the police department with fingers that were visibly impaired. The police department required that he demonstrate that he could pull the trigger on the police issue firearm and reload it before a conditional job offer was made. Did this violate the ADA?**

A: No. If an individual has a "known" disability that would reasonably appear to interfere with or prevent performance of job functions, that person may be asked to demonstrate how these functions will be performed, even if other applicants are not asked to do so.

**6. Q: Can I refuse to consider an applicant because of his current use of illegal drugs?**

A: Yes, individuals who currently engage in the illegal use of drugs are specifically excluded from the definition of an "individual with a disability" when an employer takes action on the basis of their current use.

**7. Q: What about applicants with a history of illegal drug use? Do they have rights under the ADA?**

A: It depends. Casual drug use is not a disability under the ADA. Only individuals who are addicted to drugs, have a history of addiction, or who are regarded as being addicted have an impairment under the law. In order for an individual's drug addiction to be considered a disability under the ADA, it would have to pose a substantial limitation on one or more major life activities. In addition, the individual could not currently be using illegal drugs. Denying employment to job applicants solely because of a history of casual drug use would not raise ADA concerns. On the other hand, policies that screen out applicants because of a history of addiction or treatment for addiction must be carefully scrutinized to ensure that the policies are job-related and consistent with business necessity. If safety is asserted as a justification for such a policy, then the employer must be able to show that individuals excluded because of a history of drug addiction or treatment would pose a direct threat -- i.e., a significant risk of substantial harm -- to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation. Again, individuals who currently use illegal drugs, even users who are addicted, may be denied employment because of their current use.

**8. Q: May an applicant be asked prior to a conditional job offer whether he or she has ever used illegal drugs or been arrested for any reason?**

A: Yes. It does not violate the ADA to ask whether the applicant has ever used illegal drugs or been arrested for such use. However, a law enforcement agency may not ask at the pre-offer stage about the frequency of past illegal drug use or whether the applicant has ever been addicted to drugs or undergone treatment for addiction.

**9. Q: Can I disqualify all applicants with felony convictions even though a former addict with a felony drug conviction would be excluded?**

A: Yes, as long as you can show that the exclusion is job-related and consistent with business necessity.

**10. Q: Does the ADA have any impact on the use of drug-testing?**

A: No. Police departments may subject current employees to testing for illegal use of drugs and may require job applicants to undergo such testing at any stage of the application process.

**11. Q: If an applicant tests positive for illegal drug use, can I ask whether he or she is using any prescription medications under a doctor's care that may have caused a positive result?**

A: Yes. Inquiries into the use of prescription drugs are permitted in response to a positive drug test, even though the answers may disclose information about a disability.

**12. Q: Are alcoholics covered by the ADA?**

A: Yes. While a current illegal user of drugs is not protected by the ADA if an employer acts on the basis of such use, a person who currently uses alcohol is not automatically denied protection. An alcoholic is a person with a disability and is protected by the ADA if he or she is qualified to perform the essential functions of the job. An employer may be required to provide an accommodation to an alcoholic. However, an employer can discipline, discharge or deny employment to an alcoholic whose use of alcohol adversely affects job performance or conduct. An employer also may prohibit the use of alcohol in the workplace and can require that employees not be under the influence of alcohol.

**13. Q: Can police departments still use polygraph tests at the application stage or do we have to wait until a conditional job offer has been made?**

A: You can conduct polygraph exams before a conditional job offer is made. However, employers must exercise care not to ask any prohibited disability-related inquiries in administering the pre-offer polygraph exam.

**14. Q: May a police department wait to conduct a background check on applicants until after the information from the medical exam has been reviewed -- which is after a conditional offer of employment has been made?**

A: Yes, in certain circumstances. In general, a job offer is not viewed as "bona fide" under the ADA, unless an employer has evaluated all relevant non-medical information which, from a practical and legal perspective, could reasonably have been analyzed prior to extending the offer. However, a law enforcement employer may be able to demonstrate that a proper background check for law enforcement personnel could not, from a practical perspective, be performed pre-offer because of the need to consult medical records and personnel as part of the security clearance process. Where the police department uses the information from the medical exam during the background check, doing the background check at the post-offer stage saves the police department the cost of doing a second background check.

Federal investigators will carefully scrutinize situations in which a police department withdraws an offer after a post-offer background examination to determine whether the withdrawal was based on non-medical information in the background check or on information obtained through post-offer medical examinations and disability-related inquiries. If it is determined that the offer was withdrawn because of the applicant's disability, then the police department must demonstrate that the reasons for the withdrawal are job-related and consistent with business necessity.

**15. Q: *The police department hires from a pool of applicants that have received conditional offers. Does the ADA allow a police department to re-rank the applicants in the pool based on the results of the medical examination?***

A: Yes, if certain procedures are followed. The ADA allows police departments to make conditional job offers to a pool of applicants that is larger than the number of currently available vacancies if an employer can demonstrate that, for legitimate reasons, it must provide a certain number of offers to fill current or anticipated vacancies. A police department must comply with the ADA when taking individuals out of the pool to fill actual vacancies. It must notify an individual (orally or in writing) if his or her placement into an actual vacancy is in any way adversely affected by the results of a post-offer medical examination or disability-related question. The police department must be able to demonstrate that the basis for any adverse action is job-related and consistent with business necessity.

**16. Q: *If an employee is injured or becomes ill can he or she be required to take a medical examination?***

A: Yes, as long as the examination is job-related and consistent with business necessity.

**17. Q: *Do I have to create another job for an employee who, because of disability, can no longer perform the essential functions of her job even with reasonable accommodation?***

A: No. The ADA does not require an employer to create jobs for people with disabilities. However, the employee must be reassigned to a vacant position for which the individual is qualified if it does not involve a promotion and it would not result in an undue hardship. A municipal rule prohibiting transfers between different municipal personnel systems does not automatically constitute an undue hardship. Whether it would be an undue hardship to modify a no-transfer rule in a particular situation must be evaluated on a case-by-case basis.

**18. Q: *May a police department create a light duty job category reserved only for incumbent officers without offering identical positions to job applicants?***

A: Yes. A police department may create a specific class of light duty jobs that are limited to incumbent police officers.

**19. Q: *If an officer wants to stay in a street job and his supervisor wants him to go on light duty because of a disability, can the supervisor force him to accept a light duty position?***

A: It depends. If the employee can still perform the essential functions of the "street job" with or without reasonable accommodation, and without being a direct threat to health or safety, he or she cannot be forced into a light duty position because of a disability.

**20. Q: *If a charging party receives a right to sue letter, does that mean that the government has found that there has been a violation of the ADA?***

A: No. The receipt of a right to sue letter in and of itself only signifies that the complainant has exhausted administrative remedies under title I and is now entitled to bring a lawsuit if he or she chooses. In some cases a right to sue letter may be accompanied by an EEOC finding that there is reasonable cause to believe that an ADA violation has occurred. In this situation, it is the EEOC finding and not the existence of the right to sue letter that establishes reasonable cause. More frequently a right to sue letter is issued after a charge has been dismissed for jurisdictional reasons, for lack of merit, or because the charging party has requested the letter and the government has determined that it will not be able to complete its investigation in a timely manner.

Note: Reproduction of this document is encouraged.

3/25/97



CONTACT #'s: Home Phone #: [REDACTED]

Cell Phone #: [REDACTED]

### CHECKLIST FOR LAW ENFORCEMENT APPLICATIONS

Applicant's Name: [REDACTED]

Date of Birth: 3/15/87 DL (State/Ex. Date): SC [REDACTED] SS#: [REDACTED]

#### PHASE I

1. Application Received: 7/10/08 Remains Active Until: 7/19/09  
2. Pre-Interview: 7/14/08  
3. Applicant Tracking System (keyed): 7/10/08 Final Update: \_\_\_\_\_  
4. Rejection/Rescind Letter Sent: \_\_\_\_\_ Comments: \_\_\_\_\_  
5. Withdrew Candacy (Applicant's Request): \_\_\_\_\_

#### PHASE II

6. NCIC Check (1<sup>st</sup>): 9/23/08 ☒ Acceptable ☐ Unacceptable  
NCIC Check (2<sup>nd</sup>): \_\_\_\_\_ ☐ Acceptable ☐ Unacceptable  
7. Physical Fitness Test (1<sup>st</sup>): 7/28/08 @ 8:00am ☒ Passed ☐ Failed ☐ No-Show  
Physical Fitness Test (2<sup>nd</sup>): \_\_\_\_\_ ☐ Passed ☐ Failed ☐ No-Show  
8. Nelson Denny Test (1<sup>st</sup>): 7/28/08 ☒ Passed ☐ Failed ☐ Certified  
Nelson Denny Test (2<sup>nd</sup>): \_\_\_\_\_ ☐ Passed ☐ Failed ☐ Certified  
9. Credit Report Ran: 7/10/08 ☒ Acceptable ☐ Credit Problems  
Fair Credit Reporting Act Letter Mailed: \_\_\_\_\_ Comments: \_\_\_\_\_  
10. Polygraph Examination Date (1<sup>st</sup>): 08/01/08 @ 9:00 am ☐ Passed ☒ Failed  
Polygraph Examination Date (2<sup>nd</sup>): 8/11/08 ☒ Passed ☐ Failed  
11. Background Investigation: Assigned to: Cpl. Brunson  
Completion Date: 08-29-08  
12. Psychological Examination: 9/18/08 ☒ Passed ☐ Failed

#### PHASE III

13. Board Interview: 08-29-08 Time: 1:00 p.m.  
14. Contingent Offer Mailed: 0  
(a) Medical History Examination Received (yellow): 9/16/08 ☒ Passed ☐ Failed  
(b) Drug Test Form Received (FirstLab): 9/16/08 ☒ Passed ☐ Failed  
(c) Eye Examination Form Received (blue): 9/18/08 ☒ Passed ☐ Failed  
(d) Tuberculin Medical Form Received (green): 9/16/08 ☒ Passed ☐ Failed  
Employment Offer Sent: 10/10/08 Hire Date: 10/17/08

☐ Change of Address or Contact Numbers

CONTACT #'s: Home Phone #: [REDACTED]

Cell Phone #: [REDACTED]

### CHECKLIST FOR LAW ENFORCEMENT APPLICATIONS

Applicant's Name: [REDACTED]

Date of Birth: 8/9/69

DL(State/Ex. Date): SC

SS#: [REDACTED]

#### PHASE I

1. Application Received: 7/19/07 Remains Active Until: 7/19/08  
2. Pre-Interview: 4/25/08  
3. Applicant Tracking System (keyed): 6/27/08 Final Update: \_\_\_\_\_  
4. Rejection/Rescind Letter Sent: \_\_\_\_\_ Comments: \_\_\_\_\_  
5. Withdrew Candacy (Applicant's Request): \_\_\_\_\_

#### PHASE II

6. NCIC Check (1<sup>st</sup>): 4/13/08 ☒ Acceptable ☐ Unacceptable  
NCIC Check (2<sup>nd</sup>): 10/7/08 ☒ Acceptable ☐ Unacceptable  
7. Physical Fitness Test (1<sup>st</sup>): 6/27/08 @ 8:00 a.m. ☒ Passed ☐ Failed ☐ No-Show  
Physical Fitness Test (2<sup>nd</sup>): \_\_\_\_\_ ☐ Passed ☐ Failed ☐ No-Show  
8. Nelson Denny Test (1<sup>st</sup>): 6/27/08 ☒ Passed ☐ Failed ☐ Certified  
Nelson Denny Test (2<sup>nd</sup>): \_\_\_\_\_ ☐ Passed ☐ Failed ☐ Certified  
Credit Report Ran: 7/19/07 ☒ Acceptable ☐ Credit Problems  
Fair Credit Reporting Act Letter Mailed: \_\_\_\_\_ Comments: \_\_\_\_\_

10. Polygraph Examination Date (1<sup>st</sup>): 7/21/08 9:30 a.m. ☒ Passed ☐ Failed  
Polygraph Examination Date (2<sup>nd</sup>): \_\_\_\_\_ ☐ Passed ☐ Failed  
11. Background Investigation: Assigned to: Lt. Col. David Spivey  
Completion Date: 10/3/08  
12. Psychological Examination: 9/20/08 @ 4:00 p.m. ☒ Passed ☐ Failed

#### PHASE III

13. Board Interview: 08-29-08 Time: 3:00 pm  
14. Contingent Offer Mailed: 9/23/08  
(a) Medical History Examination Received (yellow): 10/3/08 ☒ Passed ☐ Failed  
(b) Drug Test Form Received (FirstLab): 10/3/08 ☒ Passed ☐ Failed  
(c) Eye Examination Form Received (blue): 10/3/08 ☒ Passed ☐ Failed  
(d) Tuberculin Medical Form Received (green): 10/3/08 ☒ Passed ☐ Failed  
15. Employment Offer Sent: 10/10/2008 Hire Date: 10/17/08

☐ Change of Address or Contact Numbers

CONTACT #'s: Home Phone #:

Cell Phone #:

### CHECKLIST FOR LAW ENFORCEMENT APPLICATIONS

Applicant's Name:

Date of Birth: 6/7/83 DL(State/Ex. Date):

SS#:

#### PHASE I

1. Application Received 8/22/06 Remains Active Until: 8/22/07
2. Pre-Interview: 8/24/06 @ 9:45
3. SIGMA (keyed into system): 8/24/06 Final Update:
4. Rejection Letter Sent: Comments:
5. Withdrew Candacy (Applicant's Request):

#### PHASE II

6. NCIC Check (1<sup>st</sup>): 11/01/06 ☒ Acceptable ☐ Unacceptable  
NCIC Check (2<sup>nd</sup>): ☐ Acceptable ☐ Unacceptable
7. Physical Fitness Test (1<sup>st</sup>): 8/28/06 @ 1pm ☒ Passed ☐ Failed ☐ No-Show  
Physical Fitness Test (2<sup>nd</sup>): ☐ Passed ☐ Failed ☐ No-Show
8. Nelson Denny Test (1<sup>st</sup>): 8/24/06 ☒ Passed ☐ Failed ☐ Certified  
Nelson Denny Test (2<sup>nd</sup>): ☐ Passed ☐ Failed ☐ Certified
9. Credit Report Ran: 8/29/06 ☒ Acceptable ☐ Credit Problems  
Fair Credit Reporting Act Letter Mailed: Comments:

10. Polygraph Examination Date (1<sup>st</sup>): 9/11/06 ☒ Passed ☐ Failed  
Polygraph Examination Date (2<sup>nd</sup>): ☐ Passed ☐ Failed
11. Background Investigation: Assigned to: Sgt. Curtis  
Completion Date: 10/2/06
12. Psychological Examination: 10/18/06 @ 9:00 ☒ Passed ☐ Failed

#### PHASE III

13. Board Interview: 10/6/06 @ 1:00pm Time: 1:00p.m.
14. Contingent Offer Mailed: 10/12/06
  - (a) Medical History Examination Received (yellow): 10/26/06 ☒ Passed ☐ Failed
  - (b) Drug Test Form Received (FirstLab): 10/27/06 ☒ Passed ☐ Failed
  - (c) Eye Examination Form Received (blue): 10/26/06 ☒ Passed ☐ Failed
  - (d) Tuberculin Medical Form Received (green): 10/26/06 ☒ Passed ☐ Failed
15. Employment Offer Sent: 11/8/06 Hire Date: 11/17/06

CONTACT #'s: Home Phone #: [REDACTED]

Cell Phone #: 900 1492

**SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY****Checklist for Law Enforcement Applications**

Applicant's Name: [REDACTED]

Date of Birth: 1-7-81 DL(State/Ex. Date): [REDACTED] SS#: [REDACTED]

**PHASE I**

1. Application Received 3-10-06 Remains Active Until: 3-10-07  
2. Pre-Interview: 3-20-06 @ 9:30 am  
3. SIGMA (keyed into system): 8/28/06  
4. Rejection Letter Sent: Comments:  
5. Withdrew Candacy (Applicant's Request):

**PHASE II**

6. NCIC Check (1<sup>st</sup>): 3-29-06 ☒ Acceptable ☐ Unacceptable  
NCIC Check (2<sup>nd</sup>): ☐ Acceptable ☐ Unacceptable  
7. Physical Fitness Test (1<sup>st</sup>): 3-24-06 ☒ Passed ☐ Failed ☐ No-Show  
Physical Fitness Test (2<sup>nd</sup>): ☐ Passed ☐ Failed ☐ No-Show  
8. Nelson Denny Test (1<sup>st</sup>): 3-24-06 ☒ Passed ☐ Failed ☐ Certified  
Nelson Denny Test (2<sup>nd</sup>): ☐ Passed ☐ Failed ☐ Certified  
9. Credit Report Ran: 3-28-06 ☒ Acceptable ☐ Credit Problems  
Fair Credit Reporting Act Letter Mailed: Comments:  
10. Polygraph Examination Date (1<sup>st</sup>): 4-7-06 ☐ Passed ☐ Failed  
Polygraph Examination Date (2<sup>nd</sup>): ☐ Passed ☐ Failed  
11. Background Investigation: Assigned to: Sgt. Allen Curtis  
Completion Date: 5-26-06  
12. Psychological Examination: 7-18-06 ☒ Passed ☐ Failed

**PHASE III**

13. Board Interview: 5/31/06 Time: 9:30 am.  
14. Contingent Offer Mailed: 6-13-06  
(a) Medical History Examination Received (yellow): 7-3-06 ☒ Passed ☐ Failed  
(b) Drug Test Form Received (FirstLab): 7-3-06 ☒ Passed ☐ Failed  
(c) Eye Examination Form Received (blue): 6-29-06 ☒ Passed ☐ Failed  
(d) Tuberculin Medical Form Received (green): 7-3-06 ☒ Passed ☐ Failed  
15. Employment Offer Sent: 8/8/2006 Hire Date: 8/17/2006

CONTACT #'s: Home Phone # [REDACTED]

Cell Phone #: [REDACTED]

### CHECKLIST FOR LAW ENFORCEMENT APPLICATIONS

Applicant's Name: [REDACTED]

Date of Birth: 7/27/68 DL(State/Ex. Date): [REDACTED] SS#: [REDACTED]

#### PHASE I

1. Application Received 4/10/07 Remains Active Until: 4/10/08  
2. Pre-Interview: 4  
3. Applicant Tracking System (keyed): 4/19/07 Final Update: \_\_\_\_\_  
4. Rejection/Rescind Letter Sent: \_\_\_\_\_ Comments: \_\_\_\_\_  
5. Withdrew Candacy (Applicant's Request): \_\_\_\_\_

#### PHASE II

6. NCIC Check (1<sup>st</sup>): 7/17/07 ☒ Acceptable ☐ Unacceptable  
NCIC Check (2<sup>nd</sup>): \_\_\_\_\_ ☐ Acceptable ☐ Unacceptable  
7. Physical Fitness Test (1<sup>st</sup>): 5/10/07 ☒ Passed ☐ Failed ☐ No-Show  
Physical Fitness Test (2<sup>nd</sup>): \_\_\_\_\_ ☐ Passed ☐ Failed ☐ No-Show  
8. Nelson Denny Test (1<sup>st</sup>): 5/10/07 ☒ Passed ☐ Failed ☐ Certified  
Nelson Denny Test (2<sup>nd</sup>): \_\_\_\_\_ ☐ Passed ☐ Failed ☐ Certified  
9. Credit Report Ran: 4/13/07 ☒ Acceptable ☐ Credit Problems  
Fair Credit Reporting Act Letter Mailed: \_\_\_\_\_ Comments: \_\_\_\_\_

10. Polygraph Examination Date (1<sup>st</sup>): 5/22/07 @ 3:30 ☒ Passed ☐ Failed  
Polygraph Examination Date (2<sup>nd</sup>): \_\_\_\_\_ ☐ Passed ☐ Failed  
11. Background Investigation: Assigned to: Lt. Curtis  
Completion Date: 6/21/07  
12. Psychological Examination: 7/11/07 @ 8:30 A.M. ☒ Passed ☐ Failed

#### PHASE III

13. Board Interview: 6/29/07 Time: 9:30 A.M.  
14. Contingent Offer Mailed: \_\_\_\_\_  
(a) Medical History Examination Received (yellow): 7/10/07 ☒ Passed ☐ Failed  
(b) Drug Test Form Received (FirstLab): 7/17/07 ☒ Passed ☐ Failed  
(c) Eye Examination Form Received (blue): 7/10/07 ☒ Passed ☐ Failed  
(d) Tuberculin Medical Form Received (green): 7/10/07 ☒ Passed ☐ Failed  
15. Employment Offer Sent: 7/24/07 Hire Date: 8/2/07

☐ Change of Address or Contact Numbers

CONTACT #'s: Home Phone #: [REDACTED]

Cell Phone #: [REDACTED]

### CHECKLIST FOR LAW ENFORCEMENT APPLICATIONS

Applicant's Name: [REDACTED]

Date of Birth: 1/16/86 DL(State/Ex. Date): SC [REDACTED] SS#: [REDACTED]

#### PHASE I

1/15/2011

1. Application Received 7/5/07 Remains Active Until: 7/5/08  
2. Pre-Interview: \_\_\_\_\_  
3. ~~SIGMA~~ (keyed into system): 7/5/07 Final Update: \_\_\_\_\_  
4. Rejection Letter Sent: \_\_\_\_\_ Comments: \_\_\_\_\_  
5. Withdrew Candacy (Applicant's Request): \_\_\_\_\_

#### PHASE II

6. NCIC Check (1<sup>st</sup>): 11/01/07 ☒ Acceptable ☐ Unacceptable  
NCIC Check (2<sup>nd</sup>): \_\_\_\_\_ ☐ Acceptable ☐ Unacceptable  
7. Physical Fitness Test (1<sup>st</sup>): 9/13/07 ☒ Passed ☐ Failed ☐ No-Show  
Physical Fitness Test (2<sup>nd</sup>): \_\_\_\_\_ ☐ Passed ☐ Failed ☐ No-Show  
8. Nelson Denny Test (1<sup>st</sup>): 9/13/07 ☒ Passed ☐ Failed ☐ Certified  
Nelson Denny Test (2<sup>nd</sup>): \_\_\_\_\_ ☐ Passed ☐ Failed ☐ Certified  
9. Credit Report Ran: 7/12/07 ☒ Acceptable ☐ Credit Problems  
Fair Credit Reporting Act Letter Mailed: \_\_\_\_\_ Comments: \_\_\_\_\_

10. Polygraph Examination Date (1<sup>st</sup>): 9/24/07 @ 9:30 ☒ Passed ☐ Failed  
Polygraph Examination Date (2<sup>nd</sup>): \_\_\_\_\_ ☐ Passed ☐ Failed  
11. Background Investigation: Assigned to: Lt. Curtis  
Completion Date: 10/26/07  
12. Psychological Examination: 11/7/07 @ 9:30 A.M. ☒ Passed ☐ Failed  
11/11/07

#### PHASE III

13. Board Interview: 10/26/07 Time: @ 9:30 A.M.  
14. Contingent Offer Mailed: 10/26/07  
(a) Medical History Examination Received (yellow): 11/2/07 ☒ Passed ☐ Failed  
(b) Drug Test Form Received (FirstLab): 11/5/07 ☒ Passed ☐ Failed  
(c) Eye Examination Form Received (blue): 11/2/07 ☒ Passed ☐ Failed  
(d) Tuberculin Medical Form Received (green): 11/2/07 ☒ Passed ☐ Failed  
15. Employment Offer Sent: 11/21/07 Hire Date: 12/2/07

South Carolina Department of Public Safety  
State Transport Police Division

Status Check list for New Applicants

Name: [REDACTED] Date: 2008-10  
Date of Birth: 6.25.80 SSN# [REDACTED]

- ☐ Applicant has active application for the \_\_\_\_\_ year  
☐ Applicant has inactive application for the \_\_\_\_\_ year

☐ **THIS IS AN INCOMPLETE APPLICATION**

- ☐ Send an incomplete letter on \_\_\_\_\_  
☐ Applicant is forwarding missing documents; no letter needs to be sent yet.  
☐ Send reject letter \_\_\_\_\_

☐ Administrative Review by Administrative Lieutenant \_\_\_\_\_

**THIS IS A COMPLETE APPLICATION**

**Basic applicants**

- ☐ Send reject letter \_\_\_\_\_  
☐ Send a test letter for \_\_\_\_\_  
☐ Applicant has taken the Nelson Denny test and scored \_\_\_\_\_  
☐ Applicant did not show up for the Nelson Denny test on \_\_\_\_\_  
☐ Applicant has passed the written test and scored \_\_\_\_\_  
☐ Applicant has failed the written test and scored \_\_\_\_\_  
☐ Applicant did not show up for the test on \_\_\_\_\_  
☐ Send a test – pass letter  
☐ Send a test – failed letter  
☐ Send a no show letter

**Certified applicants and Basic Applicants** 4.22.08

- ☒ Run NCIC check  
☒ Results of NCIC OK 4.25.08  
☒ Run driving record check and check if out-of-state needs to be requested  
☒ Driving record is OK 4.25.08  
☒ Run credit report  
☒ Results of credit report OK Credit is okay as of 4.25.08  
☒ Send credit letter and copy of report to applicant  
☒ Schedule polygraph examination. Date of poly is 5.23.08  
☒ Polygraph letter sent on \_\_\_\_\_  
☒ Results of polygraph examination NDI  
☒ Send background letter to applicant 6.5.08  
☒ Send background package to the field on 6.5.08  
☒ Background Investigator is Green  
☒ Background complete on 7.11.08  
☒ Background has been sent to management for signature 7.17.08  
☒ Selection Review Board letter sent to applicant on \_\_\_\_\_  
☒ Date /Time of interview 10.14.08 @ 10:30  
☒ PT letter sent \_\_\_\_\_ Date of PT 7/1/08 Results of PT. passed  
☒ Medical Exam scheduled 11.7.08 Drug Testing scheduled 11.7.08  
☒ Psychological Examination scheduled 11.6.08 Psychological Evaluation \_\_\_\_\_  
☒ TB skin test and eye exam report received on TB - 11/1/08 - called app  
☒ Hired 12.2.08 Letter of offer sent on \_\_\_\_\_

South Carolina Department of Public Safety  
State Transport Police Division

Status Check list for New Applicants

Name: [REDACTED] Date: 2008-10  
Date of Birth: 2/10/76 SSN# [REDACTED]

- ☐ Applicant has active application for the \_\_\_\_\_ year  
☐ Applicant has inactive application for the \_\_\_\_\_ year

☐ **THIS IS AN INCOMPLETE APPLICATION**

- ☐ Send an incomplete letter on \_\_\_\_\_  
☐ Applicant is forwarding missing documents; no letter needs to be sent yet.  
☐ Send reject letter \_\_\_\_\_

- ☐ Administrative Review by Administrative Lieutenant \_\_\_\_\_  
☐ Did not process – Reason: \_\_\_\_\_

**THIS IS A COMPLETE APPLICATION**

**Basic applicants**

- ☐ Send reject letter \_\_\_\_\_  
☐ Send a test letter for \_\_\_\_\_  
☐ Applicant has taken the Nelson Denny test and scored \_\_\_\_\_  
☐ Applicant did not show up for the Nelson Denny test on \_\_\_\_\_  
☐ Applicant has passed the written test and scored \_\_\_\_\_  
☐ Applicant has failed the written test and scored \_\_\_\_\_  
☐ Applicant did not show up for the test on \_\_\_\_\_  
☐ Send a test – pass letter \_\_\_\_\_  
☐ Send a test – failed letter \_\_\_\_\_  
☐ Send a no show letter \_\_\_\_\_

**Certified applicants and Basic Applicants**

- ☒ Run NCIC check **Rec'd 9-29-08**  
☒ Results of NCIC OK 10-6-08  
☒ Run driving record check and check if out-of-state needs to be requested 10-6-08  
☒ Driving record is OK  
☒ Run credit report  
☒ Results of credit report OK Credit is okay as of 10-6-08  
☒ Send credit letter and copy of report to applicant  
☒ Schedule polygraph examination. Date of poly is 10/6/08  
☒ Polygraph letter sent on \_\_\_\_\_  
☒ Results of polygraph examination NDI  
☒ Send background letter to applicant 10/6/08  
☒ Send background package to the field on 10/6/08  
☒ Background Investigator is Cobb  
☒ Background complete on 10-17-08  
☒ Background has been sent to management for signature 10-20-08  
☒ Selection Review Board letter sent to applicant on \_\_\_\_\_  
☒ Date /Time of interview 10-23-08 @ 9:40  
☒ PT letter sent \_\_\_\_\_ Date of PT \_\_\_\_\_ Results of PT \_\_\_\_\_  
☒ Medical Exam scheduled 11-7-08 Drug Testing scheduled 11-7-08  
☒ Psychological Examination scheduled 11-6-08 Psychological Evaluation —  
☒ TB skin test and eye exam report received on 11-12-08  
☒ Hired 12-2-08 Letter of offer sent on \_\_\_\_\_



South Carolina Department of Public Safety  
State Transport Police Division

Status Check list for New Applicants

Name: [REDACTED] Date: 2008-10  
Date of Birth 8-22-80 SSN# [REDACTED]

- ☒ Applicant has active application for the 2008-10 year  
☐ Applicant has inactive application for the \_\_\_\_\_ year

☐ THIS IS AN INCOMPLETE APPLICATION

- ☐ Send an incomplete letter on \_\_\_\_\_  
☐ Applicant is forwarding missing documents; no letter needs to be sent yet.  
☐ Send reject letter \_\_\_\_\_

**THIS IS A COMPLETE APPLICATION**

**Basic applicants**

- ☐ Send reject letter \_\_\_\_\_  
☐ Send a test letter for \_\_\_\_\_  
☐ Applicant has taken the Nelson Denny test and scored \_\_\_\_\_  
☐ Applicant did not show up for the Nelson Denny test on \_\_\_\_\_  
☐ Applicant has passed the written test and scored \_\_\_\_\_  
☐ Applicant has failed the written test and scored \_\_\_\_\_  
☐ Applicant did not show up for the test on \_\_\_\_\_  
☐ Send a test - pass letter  
☐ Send a test - failed letter  
☐ Send a no show letter

**Certified applicants and Basic Applicants**

- rec'd updated app. 4/1/08*  
*9/25/07* ☒ Run NCIC check  
☒ Results of NCIC OK  
*9/25/07* ☒ Run driving record check and check if out-of-state needs to be requested  
☒ Driving record is OK per policy  
☒ Run credit report  
*4/15/08* ☒ Results of credit report NCI OK. Credit is okay as of \_\_\_\_\_  
*114 credit items to clear - pending paid receipts -*  
☒ Send credit letter and copy of report to applicant  
☒ Schedule polygraph examination. Date of poly is 4.15.08  
☒ Polygraph letter sent on \_\_\_\_\_  
☒ Results of polygraph examination NDI  
☒ Send background letter to applicant 8.5.08  
☒ Send background package to the field on 8.5.08  
☒ Background Investigator is Ramsing  
☒ Background complete on \_\_\_\_\_  
☒ Background has been sent to management for signature approved 8-26-08  
☒ Selection Review Board letter sent to applicant on \_\_\_\_\_  
☒ Date /Time of interview 10-15-08 @ 10:40  
☒ PT letter sent \_\_\_\_\_ Date of PT \_\_\_\_\_ Results of PT \_\_\_\_\_  
☒ Medical Exam scheduled 11-7-08 Drug Testing scheduled \_\_\_\_\_  
☒ Psychological Examination scheduled 11-6-08 Psychological Evaluation \_\_\_\_\_  
☒ TB skin test and eye exam report received on 11-12-08  
☒ Hired 12-2-08 Letter of offer sent on \_\_\_\_\_

South Carolina Department of Public Safety  
State Transport Police Division

Status Check list for New Applicants

Name [REDACTED] Date: 2008-10  
Date of Birth \_\_\_\_\_ SSN# \_\_\_\_\_

- ☐ Applicant has active application for the \_\_\_\_\_ year  
☐ Applicant has inactive application for the \_\_\_\_\_ year

☐ THIS IS AN INCOMPLETE APPLICATION

- ☐ Send an incomplete letter on \_\_\_\_\_  
☐ Applicant is forwarding missing documents; no letter needs to be sent yet.  
☐ Send reject letter \_\_\_\_\_

- ☐ Administrative Review by Administrative Lieutenant \_\_\_\_\_  
☐ Did not process – Reason: \_\_\_\_\_

THIS IS A COMPLETE APPLICATION REC'd 9.15.08

Basic applicants

- ☐ Send reject letter \_\_\_\_\_  
☒ Send a test letter for Nelson Denny Polygraph 9.29.08  
☒ Applicant has taken the Nelson Denny test and scored 15.4  
☒ Applicant did not show up for the Nelson Denny test on \_\_\_\_\_  
☐ Applicant has passed the written test and scored \_\_\_\_\_  
☒ Applicant has failed the written test and scored \_\_\_\_\_  
☒ Applicant did not show up for the test on \_\_\_\_\_  
☒ Send a test – pass letter  
☐ Send a test – failed letter  
☒ Send a no show letter

Certified applicants and Basic Applicants

- ☒ Run NCIC check  
☒ Results of NCIC OK 10.1.08  
☒ Run driving record check and check if out-of-state needs to be requested 10.1.08  
☒ Driving record is OK  
☒ Run credit report  
☒ Results of credit report OK Credit is okay as of 10.1.08  
☒ Send credit letter and copy of report to applicant  
☒ Schedule polygraph examination. Date of poly is 10/1/08  
☒ Polygraph letter sent on \_\_\_\_\_  
☒ Results of polygraph examination NPI  
☒ Send background letter to applicant 10.1.08  
☒ Send background package to the field on 10.1.08  
☒ Background Investigator is Bridges  
☒ Background complete on 10.10.08  
☒ Background has been sent to management for signature 10.14.08  
☒ Selection Review Board letter sent to applicant on \_\_\_\_\_  
☒ Date /Time of interview 10.15.08 @ 1:40  
☒ PT letter sent \_\_\_\_\_ Date of PT 10.16.08 Results of PT passed  
☒ Medical Exam scheduled 11.7.08 Drug Testing scheduled 11.7.08  
☒ Psychological Examination scheduled 11.6.08 Psychological Evaluation \_\_\_\_\_  
☒ TB skin test and eye exam report received on 11.12.08  
☒ Hired 12.2.08 Letter of offer sent on \_\_\_\_\_

South Carolina Department of Public Safety  
State Transport Police Division

Status Check list for New Applicants

Name: [REDACTED] Date: 2007-09  
Date of Birth 3/5/79 SSN# [REDACTED]

- ☒ Applicant has active application for the 2007 year  
☐ Applicant has inactive application for the \_\_\_\_\_ year

☐ THIS IS AN INCOMPLETE APPLICATION

- ☐ Send an incomplete letter on \_\_\_\_\_  
☐ Applicant is forwarding missing documents; no letter needs to be sent yet.  
☐ Send reject letter \_\_\_\_\_

THIS IS A COMPLETE APPLICATION

Basic applicants

- ☐ Send reject letter \_\_\_\_\_  
☐ Send a test letter for \_\_\_\_\_  
☐ Applicant has taken the Nelson Denny test and scored \_\_\_\_\_  
☐ Applicant did not show up for the Nelson Denny test on \_\_\_\_\_  
☐ Applicant has passed the written test and scored \_\_\_\_\_  
☐ Applicant has failed the written test and scored \_\_\_\_\_  
☐ Applicant did not show up for the test on \_\_\_\_\_  
☐ Send a test - pass letter  
☐ Send a test - failed letter  
☐ Send a no show letter

Certified applicants and Basic Applicants *original rec'd 5/30/06*

- ☒ Run NCIC check  
☒ Results of NCIC OK  
☒ Run driving record check and check if out-of-state needs to be requested  
☒ Driving record is OK  
☒ Run credit report  
☒ Results of credit report OK Credit is okay as of \_\_\_\_\_  
☐ Send credit letter and copy of report to applicant  
☒ Schedule polygraph examination. Date of poly is 2.21.07  
☒ Polygraph letter sent on 2.20.07  
☒ Results of polygraph examination PNT due to medical reasons. 9.25.07 - NDI  
☒ Send background letter to applicant  
☒ Send background package to the field on 10/18/07  
☒ Background Investigator is Brisbon  
☒ Background complete on 12.14.07  
☒ Background has been sent to management for signature 1.14.08  
☐ Selection Review Board letter sent to applicant on \_\_\_\_\_  
☒ Date /Time of interview 10/15/08 @ 11:20  
☐ PT letter sent \_\_\_\_\_ Date of PT \_\_\_\_\_ Results of PT \_\_\_\_\_  
☒ Medical Exam scheduled 11.7.08 Drug Testing scheduled \_\_\_\_\_  
☒ Psychological Examination scheduled 11.6.08 Psychological Evaluation \_\_\_\_\_  
☒ TB skin test and eye exam report received on 11.12.08  
☒ Hired 12.2.08 Letter of offer sent on \_\_\_\_\_

# SOUTH CAROLINA HIGHWAY PATROL APPLICANT TRACKING SHEET

Applicant's Name \_\_\_\_\_

Date Received 08/03/07

Ser \_\_\_\_\_

DOB \_\_\_\_\_

Race \_\_\_\_\_

Kejed into System

DATE: 08/08/07

CERT DATE: N/A

AGENCY: \_\_\_\_\_

Administrative Review (P1)	Date <u>08/08/07</u>	Comments:
NCIC, DL FCRA (P1)	Date <u>08/08/07</u>	Comments: NCIC- <u>OK</u> DL- <u>OK</u> CREDIT- <u>OK</u>
Recruiter's Review (P1)	Date <u>08/08/07</u>	Comments: <u>FOR PT / ND</u>
PT Test Written Test <u>NGT</u>	Date <u>11/01/07</u>	Comments: PT- <u>FAILED 2nd Attempt- 9-10-07 - Passed 11-29-07</u> Nelson Denny: <u>13.8</u>
Polygraph Scheduled <u>Penny</u>	Date <u>11/02/07</u>	Comments: <u>11/15/07 @ 1330</u>
Polygraph Test <u>Penny</u>	Date <u>11/15/07</u>	Comments: <u>NOI - FOR BI</u>
Background Out <u>Penny</u>	Date <u>11/15/07</u>	Comments: <u>FOR BI - DIST 3 (only)</u>
Background In <u>Penny</u>	Date <u>04/01/08</u>	Comments: <u>COMPLETE</u>
Background Reviewed <u>Penny</u>	Date <u>01/02/08</u>	Comments: <u>SUITABLE - NO DEROGATORY</u>
Coordinator's Review <u>Penny</u>	Date <u>01/02/08</u>	Comments: <u>FOR BOARD</u>

# SOUTH CAROLINA HIGHWAY PATROL APPLICANT TRACKING SHEET

Applicant's Name

Date Received

12/3/07

Sex -

DOB

Race -

Keyed into System DATE:

12/3/07

CERT DATE:

AGENCY:

Administrative Review	Date	Comments:
NCIC, DL, FCR	Date	Comments:
<i>Denny</i>	12/10/07	NCIC- <i>OK</i>
		DL- <i>OK</i>
		CREDIT- <i>OK</i>
Recruiter's Review	Date	Comments:
<i>Denny</i>	12/10/07	<i>FOR PT/ND</i>
PT Test Written Test	Date	Comments:
<i>not</i>	1/14/08	PT - <i>passed 1-15-08</i>
		Nelson Denny: <i>19.4</i>
Polygraph Scheduled	Date	Comments:
Polygraph Test	Date	Comments:
<i>Denny</i>	01/16/08	<i>NOI - FOR BZ</i>
Background Out	Date	Comments:
<i>Denny</i>	01/16/08	<i>PA - PRIMARY</i>
		<i>DISTS - PARTIAL 02/12/08</i>
Background In	Date	Comments:
<i>Denny</i>	02/12	<i>DIST 5 (SUITABLE - NO DEROGATORY)</i>
	02/29	<i>PA (SUITABLE - NO DEROGATORY)</i>
Background Review	Date	Comments:
<i>Denny</i>	02/29/08	<i>COMPLETE</i>
Coordinator's Review	Date	Comments:
<i>Denny</i>	02/29/08	<i>FOR BOARD</i>

# SOUTH CAROLINA HIGHWAY PATROL APPLICANT TRACKING SHEET

Applicant's Name                     

Date Received 11/9/07

Sex       

DOB       

Race       

Keyed into System DATE 11/10/07

CERT DATE:           

AGENCY:           

Administrative Review	Date	Comments:
NCIC, DL, FCR	Date	Comments:
<i>Denny</i>	<i>11/14/07</i>	NCIC- <i>OK</i> DL- <i>OK</i> CREDIT- <i>OK</i>
Recruiter's Review	Date	Comments:
<i>Denny</i>	<i>11/14/07</i>	<i>FOR PT/NO</i>
PT Test Written Test	Date	Comments:
<i>na7</i>	<i>12/14/07</i>	PT - <i>PASSED 12-10-07</i> Nelson Denny: <i>17.1</i>
Polygraph Scheduled	Date	Comments:
<i>Denny</i>	<i>12/12/07</i>	<i>12/18/07 @ 1330</i>
Polygraph Test	Date	Comments:
<i>Denny</i>	<i>12/18/07</i>	<i>NDI - FOR BI</i>
Background Out	Date	Comments:
<i>Denny</i>	<i>12/18/07</i>	<i>DIST. 6 (P.M.A.C.)</i> <i>DIST. 7 (P.M.T.A.C.) 01/16/08</i>
Background In	Date	Comments:
<i>Denny</i>	<i>01/16/08</i>	<i>DIST 7 - SUITABLE - NO DEROGATORY</i> <i>01/26/08 DIST 6 - SUITABLE - NO DEROGATORY</i>
Background Reviewed	Date	Comments:
<i>Denny</i>	<i>01/26/08</i>	<i>COMPLETE</i>
Coordinator's Review	Date	Comments:
<i>Denny</i>	<i>01/26/08</i>	<i>FOR BOARD</i>

# SOUTH CAROLINA HIGHWAY PATROL APPLICANT TRACKING SHEET

Applicant's Name \_\_\_\_\_

Date Received 9/13/07

Sex \_\_\_\_\_

DOB \_\_\_\_\_

Race \_\_\_\_\_

Keyed into System DATE: 9/13/07

CERT DATE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

Administrative Review	Date	Comments:
NCIC, DL FCRA	Date	Comments:
<i>Pending</i>	<u>10/03/07</u>	NCIC- <i>OK</i>
		DL- <i>OK</i>
		CREDIT- <i>OK</i>
Recruiter's Review	Date	Comments:
<i>Pending</i>	<u>10/03/07</u>	<i>FOR PT/NO</i>
PT Test Written Test	Date	Comments:
<i>NOT</i>	<u>11/29/07</u>	PT - <i>FAILED</i> PT 1st Attempt - <i>11/10/29-07</i> - <i>Passed</i> <i>11/29-07</i> <i>Letter Sent</i>
		Nelson Denny: <i>PASSED</i> <i>11.6-11.29-07</i>
Polygraph Scheduled	Date	Comments:
<i>Pending</i>	<u>12/04/07</u>	<u>12/10/07 @ 0900</u>
Polygraph Test	Date	Comments:
<i>Pending</i>	<u>12/10/07</u>	<u>NDI - FOR BI</u>
Background Out	Date	Comments:
<i>Pending</i>	<u>12/10/07</u>	<u>DIST 3 (ONLY)</u>
Background In	Date	Comments:
<i>Pending</i>	<u>01/02/08</u>	<u>COMPLETE</u>
Background Reviewed	Date	Comments:
<i>Pending</i>	<u>01/02/08</u>	<u>NO DEROGATORY - SUITABLE</u>
Coordinator's Review	Date	Comments:
<i>Pending</i>	<u>01/02/08</u>	<u>FOR BOARD</u>

# SOUTH CAROLINA HIGHWAY PATROL APPLICANT TRACKING SHEET

Applicant's Name                     

Date Received 12/7/07

Sex           

DOB           

Race           

Keyed into System DATE: 12/7/07

CERT DATE:           

AGENCY: Spartanburg SO

Administrative Review	Date	Comments:
NCIC, DL, FCRA	Date	Comments:
<i>Perry</i>	<i>12/10/07</i>	NCIC- <i>OK</i>
		DL- <i>OK</i>
		CREDIT- <i>OK</i>
Recruiter's Review	Date	Comments:
<i>Perry</i>	<i>12/14/07</i>	<i>FOR PT (ONLY)</i>
PT Test Written Test	Date	Comments:
<i>11/14/08 not</i>	<i>1/14/08</i>	PT - <i>PASSED 1-14-08</i>
		Nelson Denny: <i>N/A</i>
Polygraph Scheduled	Date	Comments:
<i>Perry</i>	<i>01/17/08</i>	<i>02/07/08 @ 0900</i>
Polygraph Test	Date	Comments:
<i>Perry</i>	<i>02/07/08</i>	<i>NOI - FOR BI</i>
Background Out	Date	Comments:
<i>Perry</i>	<i>02/07/08</i>	<i>DIST. 3 (ONLY)</i>
Background In	Date	Comments:
<i>Perry</i>	<i>04/11/08</i>	<i>COMPLETE</i>
Background Reviewed	Date	Comments:
<i>Perry</i>	<i>04/11/08</i>	<i>NO DEROGATORY - FOR BOARD</i>
Coordinator's Review	Date	Comments:
<i>Perry</i>	<i>04/11/08</i>	<i>FOR BOARD</i>



# SOUTH CAROLINA HIGHWAY PATROL APPLICANT TRACKING SHEET

Applicant's Name \_\_\_\_\_

Date Received 7/3/08

Sex \_\_\_\_\_

DOB \_\_\_\_\_

Race \_\_\_\_\_

Keyed into System DATE: 13/08

CERT DATE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

Administrative Review	Date	Comments:
NCIC, DL, FCRA	Date	Comments:
<i>Denny</i>	<u>01/24/08</u>	NCIC- <u>OK</u> DL- <u>OK</u> CREDIT- <u>OK</u>
Recruiter's Review	Date	Comments:
<i>Denny</i>	<u>01/24/08</u>	<u>FOR PT/NO</u>
PT Test Written Test	Date	Comments:
<u>NOT</u>	<u>2-14-08</u>	PT - <u>Passed 2-12-08</u> Nelson Denny: <u>14.7</u>
Polygraph Scheduled	Date	Comments:
<i>Denny</i>	<u>02/15/08</u>	<u>02/28/08 @ 1330</u>
Polygraph Test	Date	Comments:
<i>Denny</i>	<u>02/28/08</u>	<u>NPI - FOR BI</u>
Background Out	Date	Comments:
<i>Denny</i>	<u>02/28/08</u>	<u>DIST 7 (ONLY)</u>
Background In	Date	Comments:
<i>Denny</i>	<u>03/27/08</u>	<u>COMPLETE</u>
Background Reviewed	Date	Comments:
<i>Denny</i>	<u>03/27/08</u>	<u>SUITABLE - NO DEROGATORY</u>
Coordinator's Review	Date	Comments:
<i>Denny</i>	<u>03/27/08</u>	<u>FOR BOARD</u>

# SOUTH CAROLINA HIGHWAY PATROL APPLICANT TRACKING SHEET

Applicant's Name: \_\_\_\_\_

Date Received 1/30/08

Sex   —  

DOB   —  

Race   —  

Keyed into System DATE: 2/22/08

CERT DATE: n/a

AGENCY: \_\_\_\_\_

Administrative Review <i>(Signature)</i>	Date <u>2/22/08</u>	Comments: <u>For NCR, CR, DL</u>
NCIC, DL, FCRA <i>Penny</i>	Date <u>02/21/08</u>	Comments: NCIC- <u>OK</u> DL- <u>OK</u> CREDIT- <u>OK</u>
Recruiter's Review <i>Penny</i>	Date <u>02/21/08</u>	Comments: <u>For PT/ND</u>
PT Test Written Test <u>no</u>	Date <u>3/4/08</u>	Comments: PT - <u>PASSED 34.08</u> Nelson Denny: <u>16.9</u>
Polygraph Scheduled <i>Penny</i>	Date <u>03/06/08</u>	Comments: <u>03/12/08 @ 1330</u>
Polygraph Test <i>Penny</i>	Date <u>03/24/08</u>	Comments: <u>NOI - For BI</u>
Background Out <i>Penny</i>	Date <u>03/24/08</u>	Comments: <u>DIST 6 (ONLY)</u>
Background In <i>Penny</i>	Date <u>04/16/08</u>	Comments: <u>COMPLETE</u>
Background Reviewed <i>Penny</i>	Date <u>04/16/08</u>	Comments: <u>NO DEROGATORY - SUIT</u>
Coordinator's Review <i>Penny</i>	Date <u>04/16/08</u>	Comments: <u>FOR BOARD</u>

# SOUTH CAROLINA HIGHWAY PATROL APPLICANT TRACKING SHEET

Applicant's Name \_\_\_\_\_

Date Received 9/6/07

Sex \_\_\_\_\_

DOB \_\_\_\_\_

Race - \_\_\_\_\_

Keyed into System DATE: 9/6/07

CERT DATE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

Administrative Review <i>[Signature]</i>	Date <u>9/11/07</u>	Comments: <u>For NCIC-CR-DL</u>
NCIC, DL, FCR <i>[Signature]</i>	Date <u>09/10/07</u>	Comments: NCIC- <u>OK</u> DL- <u>OK</u> CREDIT- <u>OK</u>
Recruits Review <i>[Signature]</i>	Date <u>09/10/07</u>	Comments: <u>For PT/NO</u>
PT Test Written Test <i>[Signature]</i>	Date <u>11/1/07</u>	Comments: PT - <u>ASSED</u> Nelson Denny: <u>13.4</u>
Polygraph Scheduled <i>[Signature]</i>	Date <u>11/02/07</u>	Comments: <u>11/19/07 @ 0900</u>
Polygraph Test <i>[Signature]</i>	Date <u>11/19/07</u>	Comments: <u>NOI - for BI.</u>
Background Out <i>[Signature]</i>	Date <u>11/19/07</u>	Comments: <u>DIST. 5 (ONLY)</u>
Background In <i>[Signature]</i>	Date <u>12/27/07</u>	Comments: <u>COMPLETE</u>
Background Reviewed <i>[Signature]</i>	Date <u>12/27/07</u>	Comments: <u>NO DEROGATORY - SUITABLE</u>
Coordinator's Review <i>[Signature]</i>	Date <u>12/27/07</u>	Comments: <u>For Board</u>

# SOUTH CAROLINA HIGHWAY PATROL APPLICANT TRACKING SHEET

Applicant's Name \_\_\_\_\_

Date Received 1/3/08

Sex \_\_\_\_\_

DOB \_\_\_\_\_

Race \_\_\_\_\_

Keyed into System DATE: 1/31/08

CERT DATE: NIA

AGENCY: \_\_\_\_\_

Administrative Review	Date	Comments:
NCIC, DL, FCRA	Date	Comments:
<i>Penny</i>	<u>02/05/08</u>	NCIC- <i>OK</i> DL- <i>OK</i> CREDIT- <i>OK</i>
Recruiter's Review	Date	Comments:
<i>Penny</i>	<u>02/05/08</u>	<i>FOR PT/NIA</i>
PT Test Written Test	Date	Comments:
<i>NAF</i>	<u>3/4/08</u>	PT - <i>PASSED</i> <u>3/4/07</u> Nelson Denny: <u>13.7</u>
Polygraph Scheduled	Date	Comments:
<i>Penny</i>	<u>03/06/08</u>	<u>03/11/08 @ 0900</u>
Polygraph Test	Date	Comments:
<i>Penny</i>	<u>03/11/08</u>	<i>NOI - FOR B.I.</i>
Background Out	Date	Comments:
<i>Penny</i>	<u>03/11/08</u>	<i>DIST. 1 (ONLY)</i>
Background In	Date	Comments:
<i>Penny</i>	<u>04/07/08</u>	<i>COMPLETE</i>
Background Reviewed	Date	Comments:
<i>Penny</i>	<u>04/07/08</u>	<i>NO DEROGATORY - SUITABLE</i>
Coordinator's Review	Date	Comments:
<i>Penny</i>	<u>04/07/08</u>	<i>FOR BOARD</i>

# SOUTH CAROLINA HIGHWAY PATROL APPLICANT TRACKING SHEET

Applicant's Name \_\_\_\_\_

Date Received 1/4/2008

Sex - \_\_\_\_\_

DOB - \_\_\_\_\_

Race \_\_\_\_\_

Keyed into System DATE: 1/23/08

CERT DATE: \_\_\_\_\_

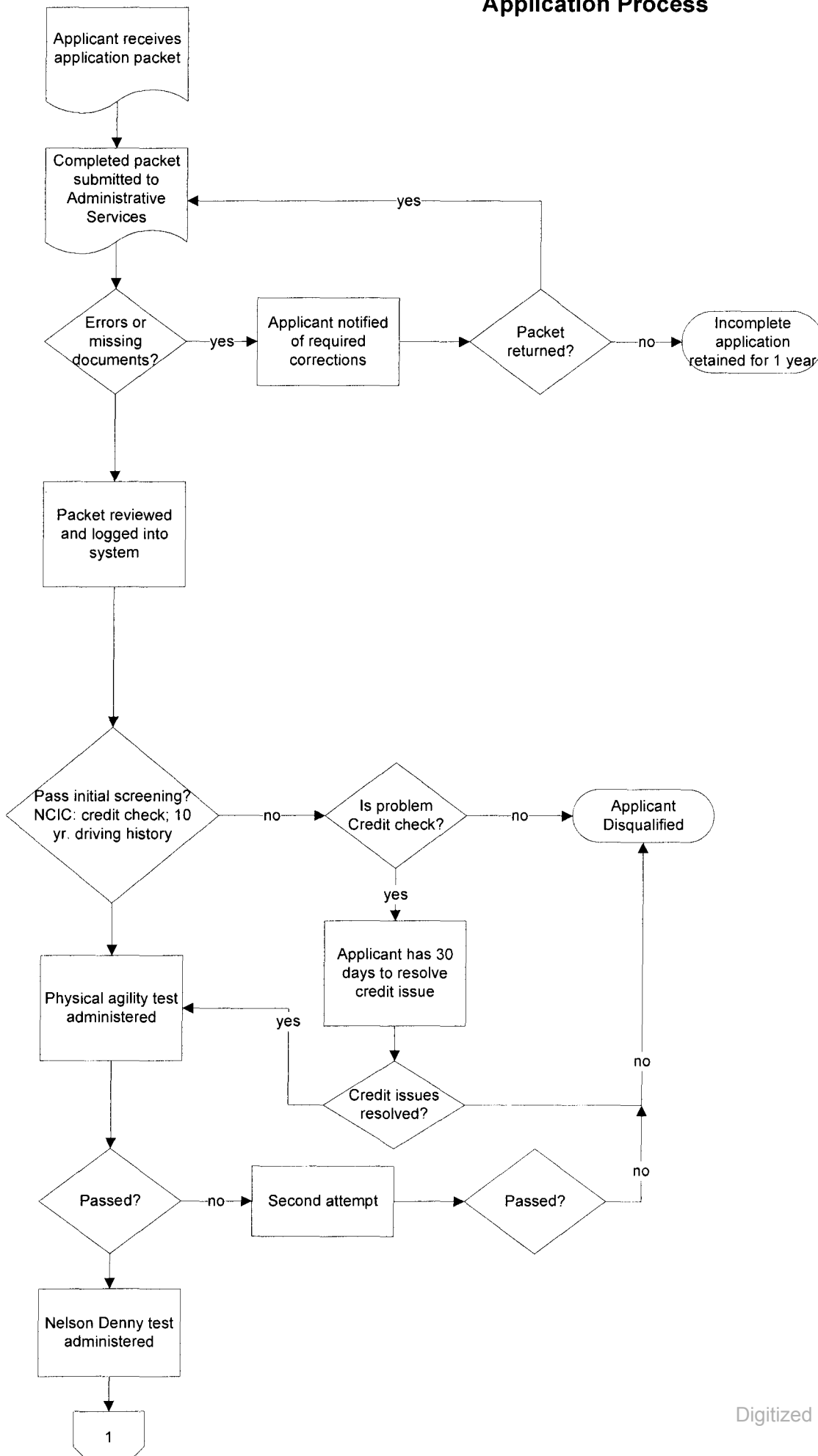
AGENCY: \_\_\_\_\_

Administrative Review	Date	Comments:
NCIC, DL FCRA	Date	Comments:
<i>Denny</i> 01/21/08		NCIC- <i>OK</i>
		DL- <i>OK</i>
		CREDIT- <i>OK</i>
Recruiter's Review	Date	Comments:
<i>Denny</i> 01/24/08		<i>FOR PT/ND</i>
PT Test Written Test	Date	Comments:
<i>NAF</i> 2/14/08		PT- <i>2-12-08</i>
		Nelson Denny: <i>14.9 on 2/12/08</i>
Polygraph Scheduled	Date	Comments:
<i>Denny</i> 02/14/08		<i>03/06/08 @ 1330</i>
Polygraph Test	Date	Comments:
<i>Denny</i> 03/06/08		<i>NOI- FOR BI</i>
Background Out	Date	Comments:
<i>Denny</i> 03/04/08		<i>DIST 3 (ONLY)</i>
Background In	Date	Comments:
<i>Denny</i> 04/11/08		<i>COMPLETE</i>
Background Reviewed	Date	Comments:
<i>Denny</i> 04/11/08		<i>NO DEROGATORY- SUITABLE</i>
Coordinator's Review	Date	Comments:
<i>Denny</i> 04/11/08		<i>FOR BOARD</i>

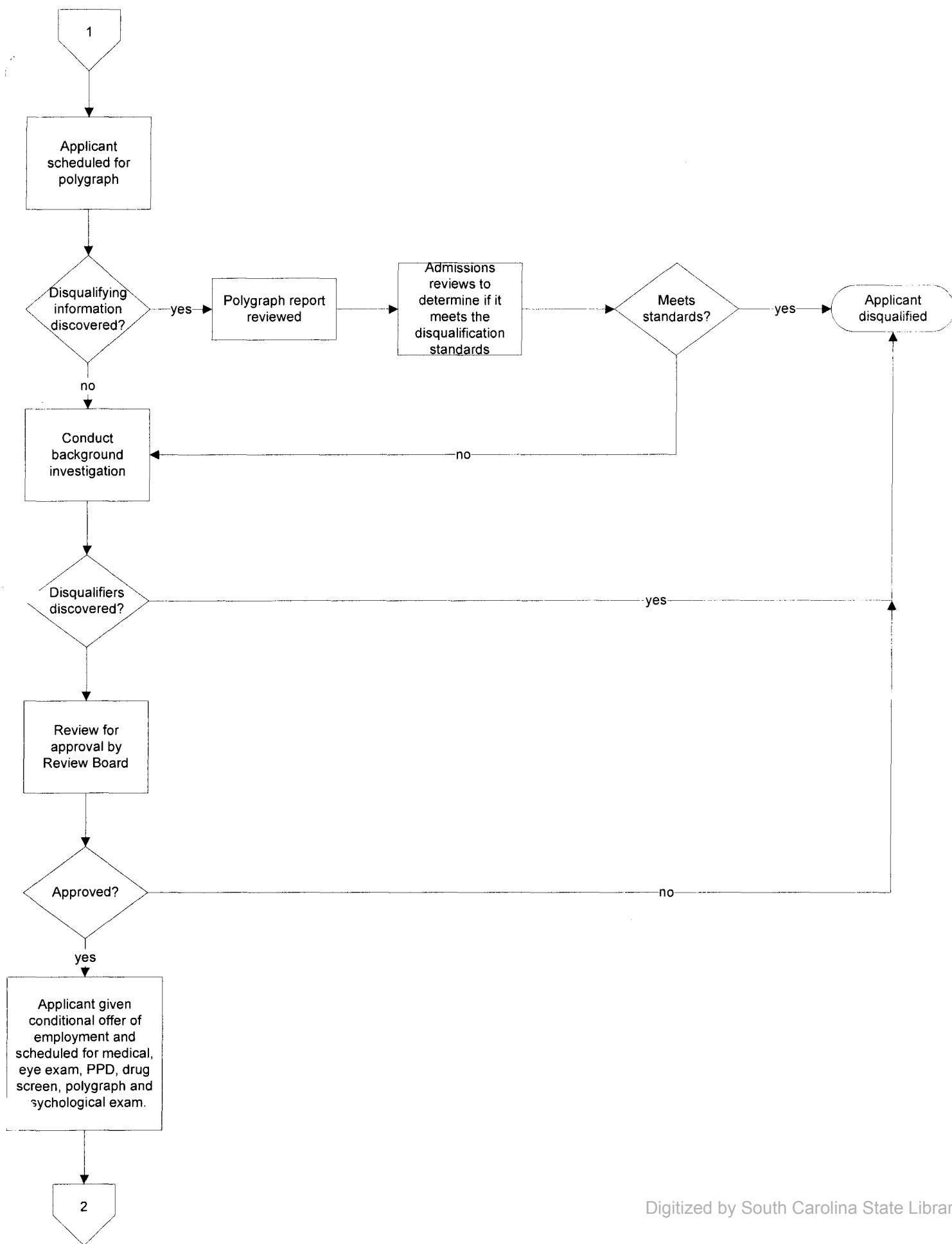
Nicole	Threatt	DHHS	yes	KK			Fiscal impact of Electronic billing of LTC providers
Ben	Washington, Jr.	CMA	yes	NS	yes	extention to 2/20/09	Improving agency research process
Christine	Watkins	SCHFDA	yes	KK			Improving Housing Choice Voucher eligibility program
Anthony	Wilks	LLR	yes	NS	yes	85% 2/20/09	Recruitment and retention of compliance officers
JoAnn	Woodrum	DOT	yes	NS	yes	85% 3/1/09	Change in work week to save fuel joint project with Andy Leaphart
Randall	Young	DOT	yes*	NS	yes	95% 3/10/09	Improving consultant selection process

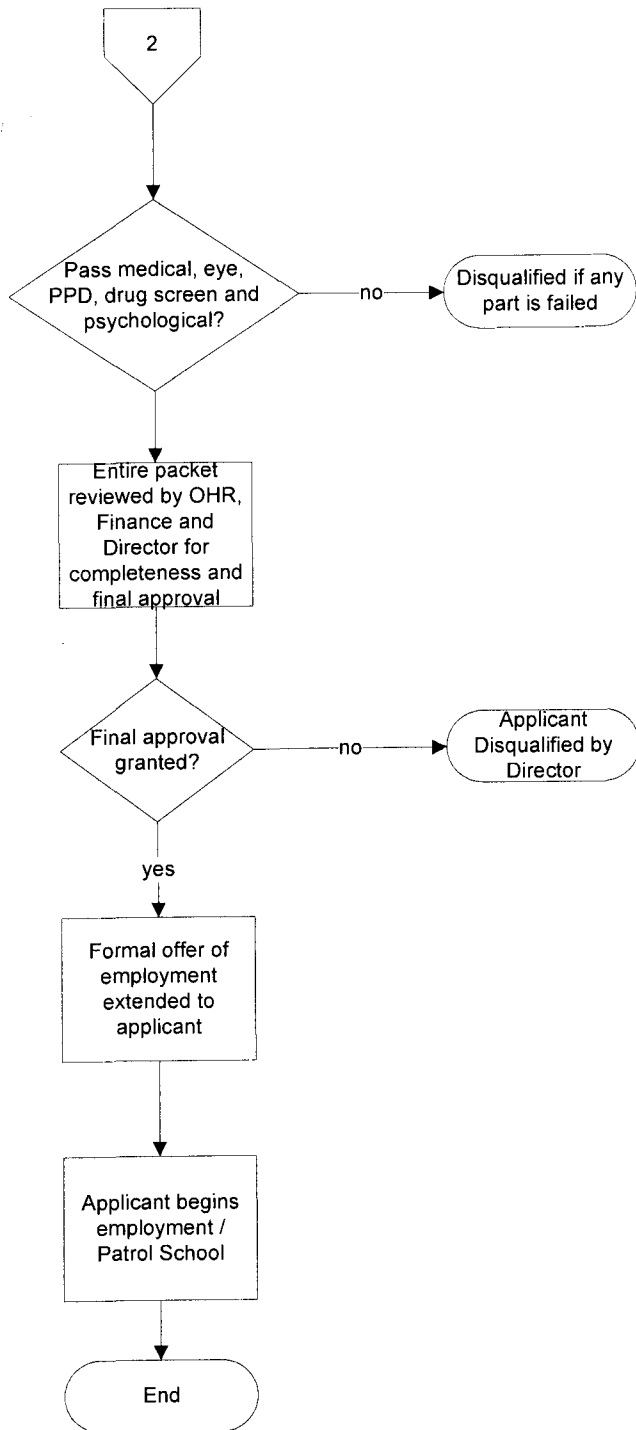
8/1/2008		2009 CPM Project Log				x=received draft	
First Name	Last Name	Agency	Approved Proposal	Reviewer	Data Outline Submitted	Final Draft Approved	Topic
Ron	Bass	DPS	yes	KK			Research into developing internally developed software documentation
Antonio	Bates	DNR	yes*	KK			Standards of development for DNR forms
Todd	Blake	VR	yes	NS	yes	2/13/2009	VR transportation
Ellen	Boyce	DHEC	yes	KK			Research in Health Education practices
Vanessa	Busbee	DHHS	yes	NS	yes	80% 2/10/09	LTC Eligibility process improvement
Sam	Chappelear	DNR	yes	NS	yes	90% 2/12/09	DNR Technician series hiring and retention difficulties
Cindy	Chitty	DOR	yes	NS	yes	90% 2/6/09	ST-10 process improvement (cycle time reduction)
Joan	Cooper	DDSN	yes	KK			Indoor environment at DDSN facilities
Angela	Cunningham	DOR	*	*			No project this year
Fredia	Cunningham	DOR	yes	KK			Collection of public utility tax
Allen	Curtis	DPS	yes	NS	yes	90% 2/20/09	Hiring process review
Gwen	Davenport	PRT	yes	KK			Increasing SC usage of state parks
Jason	Epting	BCB	yes	KK			Improving Financial support for Surplus property
Rosetta	Evans	DHHS	yes	NS	yes	2/20/2009	Improve application process cycle time BCCP program
James	Filyaw	DPS	yes	NS	yes	1/25/2009	Loss of leave by troopers-possible solutions
Terrance	Foulks	DOR	yes	NS		80% 2/13/09	Use of DOR electronic fields
Bill	Galloway	LLR	yes	NS	yes	12/1/2008	Electronic submission of spinkler plans
Cheryl	Gantt	DSS	yes	KK			Level II/III evaluation of Family Independence Case Mgt. Training
Buck	Graham	DHEC	yes	NS	yes	1/12/2009	Compliance assistance vs. enforcement
Jeffrey	Ham	DMH	yes	KK			Culture change at DMH
Tamara	Hammonds	DDSN	no	NS	yes	95%	Declining autism training rates
Betsy	Hartman	BCB	yes	KK			Support for legacy applications
Nathan	Hogue	BCB	yes	NS	yes	2/25/2009	DSIT penalty clause development process
Shawn	Holman	BCB	yes	NS	yes	85% 2/13/09	redesign of customer satisfaction survey
Mckenzie	James	BCB	yes	NS	yes	90% 2/18/09	Evaluation of Employee Benefits online paperless process
Michael	Jones	DHHS	yes	NS	yes	x	Eliminating bottlenecks for Medicaid customers
William Bryan	Kyzer	DNR	yes	KK			Boating division recovery in event of a hurricane
Andrew	Leaphart	DOT	yes	NS		85% 3/1/09	Joint project with JoAnn Woodrum
Kara	Lewis	DHHS	yes	KK			research: faith-based volunteers in respite care
Mary	Long	DHEC		NS	yes	Extention to 2/20/09	On hold
Judy	Lucas	SCFC	yes	NS	yes	85% 2/26/09	Vehicle and Equipment utilization and cost comparisons
Nathan	Maiwald	PRT	yes	NS	yes	x	reducing dependence on conventional energy sources at Santee SP
Catina	Martin	DJJ	yes	NS	yes	x	Retention strategies for Community Speicalists (intake/probation officers)
Betty	Moses	DHHS	yes	KK			Adequacy of training/Changed projects???
Jennifer	Neese	WCC	yes	KK			WCC judicial notification process
Alex	Nelson	DOT	yes	KK			Procedures for collecting data for Title VI compliance
Valerie	O'Neal	DMH	yes	NS	yes	90% 2/26/09	Optimizing services by psychiatrists in clinic
Christopher	Page	DNR	yes	NS	yes	2/2/2009	Rapid response protocol for aquatic invasive species
William	Poole	DNR	yes	NS	yes	1/6/2009	Redesign of warning tickets
Tami	Reed	DOT	yes	KK			Budget document development in DOT
Gary	Rice	DSS	yes	KK			Standards and training for Child Care Regulatory Specialists
Paul	Riley	DPS	yes	KK			Highway safety grant solicitation
Byron	Rominger	SCFC	yes	NS	yes	2/5/2009	Analysis of staffing of FIA program
Michael	Sabaka	DNR	yes	NS	yes	95% 2/9/09	Laptop computers in the field
Nancy	Sharpe	DHHS	yes	KK			Electronic provide enrollment forms
Susie	Shytle	DOR	yes	NS	yes	90% 2/9/09	Collections inventory management
Carol	Smith	DHEC	yes	NS	yes	99% 2/17/09	Tracking of application reviews in EFIS
Myra	Smith	SCC	yes	KK			purchasing and AP process improvement
Wanda	Squires	DJJ	yes	NS	yes	1/25/2009	DSS/DJJ cooperation
Barbara	Thomas	DHEC	yes	NS	NA	1/16/2009	EPDP review in Region 2

# Current S.C. Department of Public Safety Application Process









# Proposed S.C. Department of Public Safety Application Process

